

**City of Roanoke**  
**Public Works Service Center**  
**Standard Operating Procedure**

<b>Subject: Waste Light Ballast Disposal</b>	<b>Revised: 9/27/19</b>
<b>Purpose:</b> To ensure proper procedures for managing waste light ballasts (both PCB and non-PCB containing).	

**Responsible Party/ies:** Facilities Management Division Manager and their Designees

**Performance Frequency:** Anytime disposal of light ballasts is needed.

**Documentation:** Ballast Identification Chart (attached)

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

All electricians and others as designated by the Division Manager shall be familiar with light ballasts, the attached age identification chart and the location and use of the drummed storage locations for waste light ballasts.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Definitions:**

1. PCB – Polychlorinated Biphenyl. An environmentally harmful chemical formerly used in many dielectric and coolant fluids.
2. Satellite Accumulation Area – One of several areas around PWSC where regulated wastes are kept in storage. By law, there may never be more than 55 gallons of any specific waste in any of these areas at one time.
3. Central 180-Day Storage Area – This is the regulated waste storage area that is located outside of the Fleet Maintenance Garage. By law, there may never be a container of waste in this area for over 180 days.

**Procedure:**

1. Carefully examine every ballast for indicators of its PCB content (see attached guide for help to identify the PCB status of any ballast) and place in the proper drum. If it is unclear whether it is PCB containing or not, always assume PCBs ARE present.
2. The drum for non-PCB containing ballasts should be labeled as “Non-PCB Containing Ballasts” with a green Non-Hazardous Waste Label.
3. The drum for PCB containing ballasts should be labeled as “PCB Containing Ballasts” with a yellow Hazardous Waste Label, and a PCB Caution Label.

4. After placing ballasts in the proper drum, place the lid back on the drum and secure the ring.
5. When the drum is full, close it properly closed (**with a bolt-on drum ring**; lever drum rings are not appropriate for shipping) and the current date must be written into the "Accumulation Start Date" field on the label. Weigh the drum and write the weight on the label. A large scale for this purpose is located inside the south bay door in the Fleet Garage.
6. Within 3 consecutive days, the full drum must be transported to the Central 180-Day Storage Area. The Fleet Account Technician must be notified when a drum is moved into this area, and also of the weight of the drum.
7. Federal regulations require that each satellite accumulation area be inspected weekly. Facilities Management will inspect the Universal Waste Satellite Accumulation Area on a weekly basis. For this waste stream, the inspection will consist of:
  - A. Monitoring the level of PCB ballasts;
  - B. Monitoring the level of non-PCB ballasts; and
  - C. Rotating full drums into 180-Day Storage as described above

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov).

## BALLAST IDENTIFICATION CHART

Manufacturer	PCB Identifier Code
Aerovox Incorporated	Four number code on capacitor label. The first two digits are the year and the last two digits are the month (e.g., January 1980 = 8001). PCBs are present up to and including June 1978 (7806). Six digit letter and number code stamped on capacitor. PCBs are present if the fifth digit is "F."
Advance Ballasts (supplied by Phillips)	Three or four digit number code on the ballast cover. The first one or two digits indicate the month and the last two numbers are the year. PCBs are present up to and including 1978.
Allanson Division of Jannock Ltd.	Two letter code on ballast plate. The first letter is the month, starting with "A" for January and the second letter is the year, starting with "A" for 1969 (e.g., February 1972 = BD). PCBs are present up to and including December 1980 (LL).
General Electric	Refer to file located at: <a href="L:\EManagement\Environmental Management\Dept. of Public Works\PWSC\Instructions &amp; Inspections\GE_pcb_ballast_chart.pdf">L:\EManagement\Environmental Management\Dept. of Public Works\PWSC\Instructions &amp; Inspections\GE_pcb_ballast_chart.pdf</a>
Westinghouse	Same as for General Electric (above).
Magnatex Polygon	Letter and number code on the ballast. The last 4 digits represent the year and the month. PCBs may be present up to and including June 1980 (June 1980 = 8006). PCBs are present in capacitors made in 1978-79 unless there is a green "NO PCB" sticker on the ballast label.
Magnatex Universal Manufacturing (USA) also MagnaTek	Three digit letter and number code on ballast cover. The first letter is the month (A = January) and the last two digits are the year. PCBs are present up to and including December 1978 (L78). PCBs are absent if "N" follows the code.
Phillips Electronics	Coding system changed in 1980. Units made after early 1979 are marked as being free of PCBs. Treat units <i>not</i> marked "PCB free," and those that have digit code ending with 79 or earlier, as containing PCBs.
Sola Canada	3-digit letter and number code on ballast label. The first letter is the month (A = January) and the last two digits are the year. PCBs are present up to and including December 1979 (L79).
Sola Electric (USA)	Eight digit letter and number code on ballast name plate. The first two digits are the year. Assume PCBs are present up to and including December 1979.
<b>All Other Manufacturers</b>	<b>Assume PCBs are present if the unit is not marked "PCB Free" or not clearly dated 1980 or later.</b>